

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]

[Buyer's Name]  
[Buyer's Address]  
[City, State, Zip Code]

Dear [Buyer's Name],

I hope this message finds you well. I am writing to confirm the details of the auto sale for my vehicle:

**\*\*Vehicle Details:\*\***

- Make: [Make]
- Model: [Model]
- Year: [Year]
- VIN: [Vehicle Identification Number]
- Mileage: [Mileage]
- Condition: [Condition of the vehicle]

**\*\*Sale Details:\*\***

- Sale Price: [Sale Price]
- Payment Method: [Payment Method]
- Sale Date: [Date of Sale]

As discussed, the vehicle will be sold in its current condition, and I will provide you with the title and any maintenance records that I have available. Please confirm your acceptance of these terms by signing below.

Sincerely,

[Your Signature (if sending a hard copy)]  
[Your Printed Name]

Acceptance of Terms:

\_\_\_\_\_  
[Buyer's Name]  
Date: \_\_\_\_\_